



**Irish Seed Savers
Association**

Advertisement

Irish Seed Savers Association CLG focus is on curating the country's heritage vegetable seed and heritage apple tree collections, as well as educating the wider public on the importance of protecting our precious biodiversity.

Located in Scarriff, in Co. Clare, we run a 20 acre organic farm containing heritage seed gardens, heritage orchards, a commercial nursery and the country's public seed bank.

We are seeking a **Book-keeper** to manage our day to day books, prepare the books for monthly financial reports and ensuring effective financial controls are in place.

This is a part-time role (2-3 days per week). Reporting to the General Manager, this role also liaises with departmental co-ordinators, accountant, and providing financial reports to our Board of Directors.

The successful candidate must have strong computer skills, meticulous attention to detail, quick turnaround to complete tasks, strong work ethic and ability to meet set deadlines, be a good team player as well as work on their own initiative.

Please send your CV and letter of interest to manager@irishseedsavers.ie. Deadline for application is Monday 8th April 2019, with expected start date April 24th 2019.

JOB DESCRIPTION

Title: Book-keeper

Reporting to: General Manager

Hours: 2-3 Days per week

Book-keeping responsibilities:

- Weekly management of Accounts Payable and Receivable
- Collating of sales receipts
- Issuing of invoices
- Timely payment to suppliers
- VAT Returns
- Online banking data management and reconciliation
- Stock taking
- Lodgements to bank
- Financial reconciliation of departmental expenditure and all bank accounts

Irish Seed Savers is a conservation non-profit enterprise, Charity Number 13989 / RCN 20045029
Tel: 061-921856/66 Email: info@irishseedsavers.ie Web: <http://www.irishseedsavers.ie>



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- Cashflow management
- Co-ordinating necessary paperwork to comply with financial procedures
- Updating Irish Seed Savers financial management policy and implementing changes as required
- Submit books to Accountant to ensure management accounts are prepared for reporting to the General Manager and the Board of Directors on a monthly basis.
- Ensuring full transparency of income and expenditure

Payroll Responsibilities:

- Timeclock management
- Payroll data input and processing on a fortnightly basis
- Issuing of payslips
- Revenue submissions
- ROS Administration
- Submitting payroll reports to funders

Other Responsibilities:

- Financial Transaction Reconciliation
- Participating at events for Irish Seed Savers (3-4 time per year at weekends)
- Attendance at bi-monthly staff meetings

Key skills required for this role are as follows:

Requirements:

- Fluent in English
- Computer Skills (Microsoft Office, Sage, Thesaurus, Quick Books)
- Experience with Cloud based financial solutions
- Meticulous Attention to Detail
- Strong Work Ethic
- Active team player

Tasks maybe assigned which are outside of the above expectations, as per the requirements of your supervisor, and the Organisation.